

# ARW WEB-BASED ANNUAL REPORT HELP

**GENERAL** (All asterisked (\*) lines are required fields)

ARW entities are required to file the ARW annual report with the Commission. See Commission's web page at <http://psc.wi.gov/utilityinfo/tele/annualreports/annualreports-index.htm> and Rules for Reporting item at the top of the web-based form for further details.

**Confidential Filing:** If you wish to request provisional confidential treatment of annual report information, **do not click** on the "Check for Errors & Submit" button on the program screen. Rather, contact Chris Larson at 608/267-9508 or [chris.larson@psc.state.wi.us](mailto:chris.larson@psc.state.wi.us).

**Annual Report Helpdesk:** Commission staff has established a Telco Annual Report Helpdesk to facilitate implementation and functionality of the annual report program. The primary Helpdesk contact person is Cindy Gilles. She can be contacted at 608/267-2893 or [cindy.gilles@psc.state.wi.us](mailto:cindy.gilles@psc.state.wi.us). E-mail contacts are preferable; please provide the following information in your message:

1. Type of annual report (ARW, CMR, CTV, CMR, or OTH);
2. Name and employer;
3. Phone number;
4. Utility name and ID number; and
5. Nature of problem.

## SIGNATURE

The person responsible for accounts attests that the report is a correct statement of the business and affairs of the utility for the report year. The report does not require a manual or electronic signature.

"Utility Name" is prepopulated from the Commission's database and is nonenterable. (An official name change must be filed separately with the Commission via the Commission's Electronic Regulatory Filing System (ERF), including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in the Annual Report Notes section of the report. Additional information on this subject is included in the Rules for Reporting.)

## IDENTIFICATION

Information is derived from prior year's annual report; edit as necessary.

"Business Customers Phone" and "Residential Customers Phone" should report telephone number for potential business customers to contact the company (if service is provided to that type of customer).

## PRIMARY ADDRESS

All information is derived from prior year's annual report; edit as necessary. Mailing/PO Box address **must agree** with address shown in Identification section.

## ANNUAL REPORT CONTACT

All information is derived from prior year's annual report; edit as necessary.

## REGULATORY CONTACT

All information is derived from prior year's annual report; edit as necessary.

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## ASSESSABLE REVENUES

Please pay particular attention to reporting assessable revenues correctly on lines 1-6. The Commission relies on this information to compute and bill assessments for remainder, telephone relay, and Universal Service Fund programs. Adjustments and refunds of assessments may involve a hearing, and objections received after the statutory appeal period MAY BE DENIED.

**Report assessable revenues to the nearest thousand dollars.** (Example: \$130,000 should be reported as \$130.) Use the definitions contained in the first three notes in the “Assessable Revenue Definitions” item at the top of the screen of the web-based form when entering the assessable revenue amounts **in 000’s**.

On line 5, assessable revenues for remainder and telephone relay assessment purposes include revenues from calls originating in Wisconsin regardless of termination location plus miscellaneous revenues (rent, directory, etc.) attributable to Wisconsin and inbound interstate 800 and collect revenues billed to customers in Wisconsin. Note that this calculation of assessable revenues is not synonymous with and is more extensive than the typical definition of intrastate (i.e., calls originating and terminating in Wisconsin).

Such assessable revenues exclude revenues from services such as customer premises equipment sale and maintenance, inside wire maintenance, and revenues from the Internet Service Provider line of business which have either been deregulated or defined as nonutility revenues by the Commission.

Additional details concerning remainder and telephone relay assessable revenue information are available at <http://psc.wi.gov/utilityinfo/tele/newsInfo/assessmentFees.htm>.

Assessable Revenues for Universal Service Fund Assessment Purposes:

For line 6, report assessable revenues **to the nearest thousand dollars**. Use the definitions contained in the last four notes in the “Assessable Revenue Definitions” item at the top of the screen of the web-based form when entering the assessable revenue amount **in 000’s**.

Line 6 should be used to report assessable revenues for intrastate universal service fund (USF) assessment purposes. In most cases, the assessable revenues for USF purposes (i.e., line 6) will be less than the assessable revenues for remainder and telephone relay purposes (i.e., line 5).

Additional details concerning universal service fund assessable revenue information are available at <http://psc.wi.gov/utilityinfo/tele/newsInfo/assessmentFees.htm>.

## ANNUAL REPORT NOTES (IF APPLICABLE)

Use Enter key to create new lines in text box. An official name change must be filed separately with the Commission via the Commission’s ERF, including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in this section of the report.

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